

Before You Begin

Central Contractor Registration (CCR)

Vendors must be registered in the CCR to acquire a BSM DIBBS account. BSM DIBBS completes certain registration information by accessing CCR data. If you are a foreign company doing business outside the United States, or otherwise fall within the exceptions to CCR registration, please send an email to dibbsbsm@dla.mil requesting offline registration.

For CCR registration, please call 888-227-2423, or go to the following:
Handbook: <http://www.ccr.gov/handbook.asp>
Worksheet: <http://www.ccr.gov/CCRRegTemplate.pdf>

Procurement Technical Assistance Center (PTAC)

PTACs are a local resource available to assist businesses interested in marketing products and services to the federal, state, and local governments.

To locate a PTAC in your region, visit: <http://www.dla.mil/db/procurem.htm>

Registration Procedure for Suppliers Already Registered on the Defense Supply Center, Columbus (DSCC) Internet Bid Board System Before April 9, 2004

- Registration information, including passwords, has been transferred to BSM DIBBS.
- To activate the account, the vendor's 'Super User' should go to <https://www.dibbs.bsm.dla.mil>, using the existing DSCC Internet Bid Board System logon and password.
- Update information as necessary.

Registration Procedure for All Other Suppliers

- Vendor should go to the following: <https://www.dibbs.bsm.dla.mil>, and complete a new online registration form.
- Detailed system requirements and instructions for registration can be found on the BSM DIBBS home page at <https://www.dibbs.bsm.dla.mil>.

Quick Reference List

ADR	- Alternate Disputes Resolution
AID	- Acquisition Item Description
BOA	- Basic Ordering Agreement
BPA	- Blanket Purchase Agreement
BSM	- Business Systems Modernization
CAGE	- Commercial and Government Entity
CCR	- Central Contractor Registration
CFR	- Code of Federal Regulations
DFARS	- Defense Federal Acquisition Regulations Supplement
DIBBS	- Defense Logistics Agency Internet Bid Board System
DLA	- Defense Logistics Agency
DLAD	- Defense Logistics Acquisition Directive
DO	- Delivery Order
DSCC	- Defense Supply Center, Columbus
DSCP	- Defense Supply Center, Philadelphia
DSCR	- Defense Supply Center, Richmond
DUNS	- Data Universal Numbering System
FAR	- Federal Acquisition Regulation
FOB	- Free on Board
FSC	- Federal Supply Class
FSS	- Federal Supply Schedule
HBCU	- Historically Black College or University
IFB	- Invitation for Bid
JWOD	- Javits'-Wagner-O'Day Act
LTC	- Long-term Contract
NAFTA	- North American Free Trade Agreement
NSN	- National Stock Number
OA	- Outline Agreement
P/N	- Part Number
PO	- Purchase Order
POC	- Point of Contact
PR	- Purchase Request
PTAC	- Procurement Technical Assistance Center
QPL	- Qualified Products List
RFP	- Request for Proposal
RFQ	- Request for Quotation
SBA	- Small Business Administration
SDB	- Small Disadvantaged Business
SPI	- Single Process Initiative
TIN	- Taxpayer Identification Number
USC	- United States Code

BSM DIBBS Assistance

Email: DibbsBSM@dla.mil

Web site: <https://www.dibbs.bsm.dla.mil>
(Click Help and/or Frequently Asked Questions)

DEFENSE LOGISTICS AGENCY

WWW.DIBBS.BSM.DLA.MIL
BUSINESS SYSTEMS MODERNIZATION - DLA INTERNET BID BOARD SYSTEM



**Business Systems Modernization (BSM)
Defense Logistics Agency (DLA)
Internet Bid Board System (DIBBS)**

Introduction

The Business Systems Modernization (BSM) Defense Logistics Agency (DLA) Internet Bid Board System (DIBBS) is a Web-based application that enables the vendor community to search for, view, and submit secure quotes on Requests for Quotations (RFQs) for items of supply included in the DLA BSM Program. Through BSM DIBBS, users can search for and view Requests for Proposal (RFPs), Invitations for Bid (IFB), Awards, and other procurement information related to BSM. This Pocket Guide provides an overview of the BSM DIBBS application and brief instructions for its use.

Registration

Registration is required to receive a login account and password to conduct transactions over the restricted portions of BSM DIBBS (e.g., submitting electronic quotes on RFQs) and to register email addresses for solicitation and award notification on BSM items.

Detailed system requirements and instructions for registration can be found on the BSM DIBBS home page at <https://www.dibbs.bsm.dla.mil/>. Primary registration steps are as follows:

- On the BSM DIBBS Home Page, click the **VENDOR REGISTRATION** link to begin the process.
- A CAGE's registration will be processed immediately. A User ID will appear on the registration screen, and a password will be sent separately to the email address of the identified Super User. If a CAGE is already registered on BSM DIBBS, the name and email address of the Super User will be provided. The Super User should be contacted to set up additional accounts, logons, and passwords for their CAGE.








For additional information regarding the BSM Program, visit:
<http://www.dla.mil/j-6/bsm/sirc>

What is the Super User?

The vendor representative initiating the BSM DIBBS registration process has the option to designate a representative as the Super User, accept their CCR registration Point of Contact (POC) as the Super User, or designate himself/herself to act as the Super User for the CAGE. The Super User is the individual who controls the BSM DIBBS account and has the ability to change the following:

- The BSM DIBBS password
- Vendor Profile: Update company representations and certifications, BSM DIBBS defaults, email accounts, and other business information
- User(s) Account Profile: Add/Delete users, modify user accounts, and change passwords

Request for Quotation (RFQ)
Search Results Page Icons

	Selecting this allows a user to quote on a specific solicitation.
	There is a drawing available for the NSN.
	There is a specification/standard available for download.
	This solicitation is set aside for small business.
	The NSN is a Mil-Spec QPL item.
	Solicitation displayed may not include all pertinent data.
	This is a Fast Award candidate. Quotes of \$2500 or less may be awarded prior to the solicitation return date.

Solicitation

Requests for Quotation (RFQ)
Database Search Criteria

Federal Supply Classification (FSC): The first four digits of an NSN identifying the group and class of an item (e.g., 5905).

National Stock Number (NSN): A 13-digit number consisting of the FSC for the item followed by a nine-digit identification number. This number is used to label and categorize each item that is stocked.

Solicitation Number: A 13-position alpha/numeric document identification number used to communicate government requirements to prospective contractors.

Purchase Request Number: A 10-position numeric document identification number, which describes the required supplies so that procurement can be initiated.

Nomenclature: The basic noun designation by which an item is commonly known (e.g., filter element, fluid).

Approved Part Number (P/N): This search is for approved part numbers on NSN buys described by manufacturer's CAGE and part numbers.

Approved CAGE: Searches are approved for CAGEs on NSN buys described by the manufacturer's CAGE and part number.

For BSM DIBBS assistance, go to:
<https://www.dibbs.bsm.dla.mil>
(Click Help and/or Frequently Asked Questions)

Quote Submission

Batch Quoting

Batch quoting allows quotes from the DLA BSM Request for Quotations to be batch uploaded. Quotes are prepared offline in a prescribed, comma delimited format that can be uploaded via the Internet.

Submitting Web Form Quotes

- Users must be registered and logged into BSM DIBBS in order to submit quotes.
- After locating a solicitation using the RFQ Search, click on the Quote button. Users not logged on at this point will be prompted to do so.
- After completing the quote form and reviewing the synopsis for accuracy, click Submit.
- Users will receive a message indicating that the submission was "successful" or "unsuccessful."
- Submitted quotes may be viewed until the contract is awarded/cancelled. Revisions to quotes submitted on behalf of a CAGE will overlay previously submitted quotes for the same requirement.

Quoting Input Assistance

Complete Quote Input Form as specified. For assistance with completing Price Data, Product Offered Representation, or Contract Representation, visit one of the Web sites listed below.

- Federal Acquisition Regulation:
<http://www.arnet.gov/far>
- Code of Federal Regulations:
<http://www.gpoaccess.gov/cfr>
- Small Business Representation:
<http://www.sba.gov/businessop/basics/identify.html>
- Defense Logistics Acquisition Directive:
<http://farsite.hill.af.mil/reghtml/regs/other/dlad/dlad1toc.htm>
- Defense Federal Acquisition Regulations Supplement:
<http://www.acq.osd.mil/dpap/dfars>